A NOTE ON THE "ROAD MAP." The Reference Guide for each Back to Basics Accounting System module includes a code in the left margin for each menu or entry point to show you how to get to that point in your program. These are cross-referenced to the separate "road map," or reference card, that accompanies the Back to Basics Accounting System Handbook.

The codes are all prefixed by a letter:
S-for the Startup Menu of the module you are using.
L-for the Ledger Menu in the General Ledger module.
P-for the Payables Menu in the Accounts Payable module.
R-for the Receivables Menu in the Accounts Receivable module.

The numbers that follow show you which menu numbers you should choose in sequence to reach the section described in the handbook.

EXAMPLE

There are two sections in the General Ledger Reference Guide on the menu item "Classify Income Statement." The first has the code S-2-5, and the second the code L-10-5.

The first code means that, from the General Ledger Startup Menu, you would select menu item 2 ("System Configuration"), then find that "Classify Income Statement" is menu item 5 on the Configuration Menu.

The second code means that, from the Ledger Menu, you would select menu item 10 ("System Configuration"), then find that "Classify Income Statement" is menu item number 5 on the Configuration Menu.

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Back to Basics

ROADMAP

BACK TO BASICS GENERAL LEDGER MODULE

REFERENCE GUIDE PAGING KEY

START-UP PROCEDURES

Back to Basics Ledger Module Startup Menu
Page 110

1. General Ledger Maintenance
2. System Configuration
3. Startup Reports
4. Complete Startup Procedures
5. Copy Disks
6. Quit Ledger

S 1

Back to Basics Ledger Module G/L Maintenance Menu
Page 110

1. Add Accounts
2. Modify an Account Name
3. Delete an Account
4. Enter Account Balances
5. Return to Startup Menu

S 2

Back to Basics Ledger Module Configuration Menu
Page 113

1. Company Name
2. Hardware Information
3. Department Income
4. Multiple Cash Accounts
5. Classify Income Statement
6. Classify Balance Sheet
7. Posting Configuration
8. Advanced Operating Mode
9. Return to Startup Menu

S 3

Back to Basics Ledger Module Startup Reports Menu
Page 118

1. Chart of Accounts
2. Trial Balance
3. Return to Startup Menu

MAINTENANCE PROCEDURES

Back to Basics Ledger Module Ledger Menu
Page 121

1. General Ledger Maintenance
2. General Journal Entries
3. Cash Disbursements
4. Cash Receipts
5. Cash Sales
6. Automatic Journal Entries
7. Void Transactions
8. Journals and Reports
9. Post General Ledger
10. System Configuration
11. Copy Disks
12. Quit Ledger

L 1

Back to Basics Ledger Module G/L Maintenance Menu
Page 122

1. Add Accounts
2. Modify an Account Name
3. Delete an Account
4. Return to Ledger Menu

L 5

Back to Basics Ledger Module Cash Sales Menu
Page 128

1. Cash Sales Maintenance
2. Enter Cash Sales
3. Print Reconciliation Forms
4. Return to Ledger Menu

L 6

Back to Basics Ledger Module Automatic Journal Entries Menu
Page 131

1. Add an Entry
2. Modify an Entry
3. Delete an Entry
4. Print Reference List
5. Process Automatic Journal
6. Return to Ledger Menu

L 7

Back to Basics Ledger Module Void Transactions Menu
Page 134

1. Cash Disbursements
2. Cash Receipts
3. General Journal
4. Cash Sales
5. Return to Ledger Menu

L 8

Back to Basics Ledger Module Journals and Reports Menu
Page 137

1. Chart of Accounts
2. Trial Balance
3. Detailed General Ledger
4. General Journal
5. Cash Disbursements Journal
6. Cash Receipts Journal
7. Cash Sales Journal
8. Income Statement
9. Balance Sheet
10. Account Activity Report
11. Check Register
12. Return to Ledger Menu

L 10

Back to Basics Ledger Module Configuration Menu
Page 139

1. Company Name
2. Hardware Information
3. Departmentalize Income
4. Multiple Cash Accounts
5. Classify Income Statement
6. Classify Balance Sheet
7. Posting Configuration
8. Advanced Operating Mode
9. Return to Ledger Menu

BACK TO BASICS ACCOUNTS RECEIVABLE MODULE

REFERENCE GUIDE PAGING KEY

START-UP PROCEDURES

Back to Basics Receivables Module Startup Menu
Page 187

1. Customer Maintenance
2. A/R Configuration
3. A/R Startup Reports
4. Complete Startup Procedures
5. Copy Disks
6. Quit Receivables

S 1

Back to Basics Receivables Module Customer Maintenance Menu
Page 187

1. Add a Customer
2. Modify Customer Information
3. Delete a Customer
4. Review Customer Information
5. Return to Startup Menu

S 2

Back to Basics Receivables Module A/R Configuration Menu
Page 190

1. Company Information
2. Hardware Information
3. Sales Accounts
4. Sales Tax Accounts
5. Statements Setup
6. Automatic Invoice Numbering
7. Finance Charge Configuration
8. Posting Configuration
9. Advanced Operating Mode
10. Link/Unlink Receivables
11. Return to Startup Menu

S 3

Back to Basics Receivables Module Startup Reports Menu
Page 198

1. Customer Master List
2. Customer Reference List
3. A/R Aging Report
4. Return to Startup Menu

MAINTENANCE PROCEDURES

Back to Basics Receivables Module Receivables Menu
Page 200

1. Customer Maintenance
2. Record Invoices
3. Record Payments
4. Credit & Debit Memos
5. Finance Charges
6. Void Transactions
7. Issue Statements
8. Journals and Reports
9. Post Receivables
10. A/R Configuration
11. Copy Disks
12. Quit Receivables

R 1

Back to Basics Receivables Module Customer Maintenance Menu
Page 200

1. Add a Customer
2. Modify Customer Information
3. Delete a Customer
4. Review Customer Information
5. Return to Receivables Menu

R 4

Back to Basics Receivables Module Credit & Debit Memos Menu
Page 204

1. Record Credit Memos
2. Record Debit Memos
3. Return to Receivables Menu

R 5

Back to Basics Receivables Module Finance Charges Menu
Page 206

1. Record Finance Charges
2. Adjust Finance Charges
3. Remove All Finance Charges
4. Return to Receivables Menu

R 6

Back to Basics Receivables Module Void Transactions Menu
Page 207

1. Void Invoices
2. Void Payments
3. Void Credit Memos
4. Void Debit Memos
5. Return to Receivables Menu

R 7

Back to Basics Receivables Module Statements Menu
Page 209

1. All Customers
2. Customers with Open Balances
3. Permanent Customers
4. Temporary Customers
5. Past Due Customers
6. Range of Customers
7. Return to Receivables Menu

R 8

Back to Basics Receivables Module Journals and Reports Menu
Page 210

1. Customer Master List
2. Detailed A/R Ledger
3. Receivables Summary
4. Sales Journal
5. Payments Journal
6. Finance Charges Journal
7. A/R Aging Report
8. Customer Reference List
9. Mailing Labels
10. Return to Receivables Menu

R 10

Back to Basics Receivables Module A/R Configuration Menu
Page 215

1. Company Information
2. Hardware Information
3. Sales Accounts
4. Sales Tax Accounts
5. Statements Setup
6. Automatic Invoice Numbering
7. Finance Charge Configuration
8. Posting Configuration
9. Advanced Operating Mode
10. Link/Unlink Receivables
11. Return to Receivables Menu

BACK TO BASICS ACCOUNTS PAYABLE MODULE

REFERENCE GUIDE PAGING KEY

START-UP PROCEDURES

Back to Basics Payables Module Startup Menu
Page 265

1. Vendor Maintenance
2. Record Open Transactions
3. Void Transactions
4. A/P Configuration
5. A/P Startup Reports
6. Complete Startup Procedures
7. Copy Disks
8. Quit Payables

S 1

Back to Basics Payables Module Vendor Maintenance Menu
Page 269

1. Add a Vendor
2. Modify Vendor Information
3. Delete a Vendor
4. Review Vendor Information
5. Return to Startup Menu

S 3

Back to Basics Payables Module Void Transactions Menu
Page 276

1. Void Invoices
2. Void Payments
3. Void Credit Memos
4. Void Debit Memos
5. Return to Startup Menu

S 4

Back to Basics Payables Module A/P Configuration Menu
Page 265

1. Company Name
2. Hardware Information
3. Payables Chart of Accounts
4. Cash Accounts
5. Vendor Terms
6. Posting Configuration
7. Advanced Operating Mode
8. Link/Unlink Payables
9. Return to Startup Menu

S 5

Back to Basics Payables Module Startup Reports Menu
Page 278

1. Vendor Master List
2. Vendor Reference List
3. Open Invoice Register
4. Payables Chart of Accounts
5. Return to Startup Menu

MAINTENANCE PROCEDURES

Back to Basics Payables Module Payables Menu
Page 280

1. Vendor Maintenance
2. Record Invoices
3. Credit & Debit Memos
4. Payments
5. Void Transactions
6. Journals and Reports
7. Post Payables
8. A/P Configuration
9. Copy Disks
10. Quit Payables

P 1

Back to Basics Payables Module Vendor Maintenance Menu
Page 280

1. Add a Vendor
2. Modify Vendor Information
3. Delete a Vendor
4. Review Vendor Information
5. Return to Payables Menu

P 3

Back to Basics Payables Module Credit & Debit Memos Menu
Page 285

1. Record Credit Memos
2. Record Debit Memos
3. Return to Payables Menu

P 4

Back to Basics Payables Module Payments Menu
Page 287

1. Create Payments List
2. Print Payments List
3. Edit Payments List
4. Issue Computer Checks
5. Handwritten Checks
6. Return to Payables Menu

P 5

Back to Basics Payables Module Void Transactions Menu
Page 291

1. Void Invoices
2. Void Payments
3. Void Credit Memos
4. Void Debit Memos
5. Return to Payables Menu

P 6

Back to Basics Payables Module Journals and Reports Menu
Page 293

1. Vendor Master List
2. A/P Ledger
3. Payables Detailed G/L
4. Purchases Journal
5. A/P Disbursements Journal
6. Open Invoice Register
7. Cash Requirements Report
8. A/P Check Register
9. Payables Chart of Accounts
10. Vendor Reference List
11. Mailing Labels
12. Return to Payables Menu

P 7

Back to Basics Payables Module Post Payables Menu
Page 296

1. Mid-Month Posting
2. Month End Posting
3. Year End Posting
4. Return to Payables Menu

P 8

Back to Basics Payables Module A/P Configuration Menu
Page 297

1. Company Name
2. Hardware Information
3. Payables Chart of Accounts
4. Cash Accounts
5. Vendor Terms
6. Posting Configuration
7. Advanced Operating Mode
8. Link/Unlink Payables
9. Return to Payables Menu